(\_\_\_\_\_Your Name\_\_\_\_\_\_\_\_)  
(\_\_\_\_Your Address\_\_\_\_\_\_\_\_)

Date: \_\_\_\_\_\_\_\_\_

Subject: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

To,

Whom it may concern

I would like to put this into your kind attention that in the present time I am going through with (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ state your problem \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) and because of this I am unable to (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ explain the problem\_\_\_\_\_\_\_)

I have a good history (\_\_\_\_\_\_\_\_\_\_\_\_\_ provide the detail of yours in regards to the problem\_\_\_\_\_\_\_).

I hope this situation is temporary and I will overcome it soon as (\_\_\_\_\_\_\_\_\_\_\_ provide the detail of the steps you have taken and your future expectations\_\_\_\_\_\_\_\_\_)

Thanking you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_

Your signature